

QUALITY ASSURANCE PROGRAM STANDARD OPERATING PROCEDURE FOR REVIEW OF AMES LABORATORY-DEVELOPED SAFETY DATA SHEETS

This procedure provides step-by-step instructions for reviewing Safety Data Sheets (SDSs) prepared by Ames Laboratory for chemicals produced or repackaged on-site and distributed off-site.

1.0 APPROVAL RECORD

- Approved by: Deputy Director (Tom Lograsso)

2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author. This document will be reviewed at a minimum of every three years.

3.0 PURPOSE AND SCOPE

The OSHA Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of chemical products. Ames Laboratory is defined as a chemical manufacturer for such activities as chemical and alloy synthesis and research sample preparation when these chemicals or samples are shipped off-site. Laboratory personnel responsible for the fabrication of these materials and cognizant of the potential hazards of the materials must create and distribute SDSs which comply with the requirements of the standard.

The purpose of this standard operating procedure is to define requirements for subject matter experts when reviewing SDSs for compliance. Evaluation of SDS content is not within the scope of this procedure.

4.0 SAFETY DATA SHEET REVIEW

General Requirements

Competency – Subject matter experts or other personnel reviewing SDSs must be familiar with the requirements found in the references listed above. Reviewers will document their reference review by sending an e-mail containing the following language to the ESH&A Manager (sbwhale@ameslab.gov):

"I have reviewed the references listed in Section 3.1 of the Quality Assurance Program Standard Operating Procedure for Ames Laboratory-Developed Safety Data Sheets."

Quality Assurance Review – Competent personnel will review SDSs produced by the Laboratory.

Contact Person	Sean Whalen	Revision	0
Document	Dept. Procedure 10200.084	Effective Date	01/01/2017
		Review Date	01/01/2020

Safety Data Sheet Development – SDSs will be developed by Laboratory personnel in accordance with the [Safety Data Sheet \(SDS\) Development, Storage, and Review Plan](#).

Review Requirements

- Step 1:** The ESH&A Manager will be notified by the Document Control Office when a SDS is ready for review in CyBox. The ESH&A Manager will complete the review or assign the review to a competent person.
- Step 2:** A competent person will review the SDS for completeness. All 16 sections must contain information (at a minimum N/A or Not Applicable, or language specified in Section 5.1(1)(b) of the SDS Development, Storage, and Review Plan). Flag missing critical information using the track changes functions. Suggest corrections for grammar, spelling, and punctuation.
- Step 3:** Mark the SDS with the reviewer name and review date in the header (upper right hand corner). Save changes.

OR

If significant additions or corrections are required make suggestions/changes using track changes, save, and inform [Document Control](#) that further editing is needed. Once corrections are received repeat Step 2 - 3.

- Step 4:** Once review is complete inform preparer that SDS is ready for distribution.

5.0 REFERENCES

[DOE O 414.1D Criterion 4 – Management of Documents and Records](#)

ISO9001:2015 Section 7.5.2 – Creating and updating documented information, and Section 7.5.3 – Control of documented information (Contact QA Manager)

OSHA, [29 CFR 1910.1200\(g\)](#), [Appendix A](#), and [Appendix D](#)

These references and other information related to the revised Hazard Communication Standard can be found on [OSHA's Hazard Communication Safety and Health Topics page](#).

[Safety Data Sheet \(SDS\) Development, Storage, and Review Plan](#)